

NEW RIVER VALLEY REGIONAL JAIL AUTHORITY
May 8, 2020
Held at the New River Valley Criminal Justice Academy

A. CALL TO ORDER:

The meeting of the New River Valley Regional Jail Authority was called to order at 10:07 a.m. by Chairman Mark Armentrout with eleven (11) members and two (2) alternates present.

MEMBERS PRESENT:	Bland County:	Sheriff Ramsey; Mr. Workman
	Carroll County:	Sheriff Kemp; Mr. Lyons
	Floyd County:	Mr. Turman
	Grayson County:	Sheriff Vaughan
	Pulaski County:	Sheriff Worrell; Mr. Travis
	Radford City:	Sheriff Armentrout; Ms. Cumberland
	Wythe County:	Mr. Vaught

ALTERNATES PRESENT:	Giles County:	Mr. Gautier
	Wythe County:	Ch. Dep. Foster

STAFF & GUESTS PRESENT: Superintendent Gregory Winston
Mr. Steve Durbin-Sands Anderson PC
Mr. Bob Sumner-Citizen

Due to COVID-19 guidelines and the need for social distancing, the meeting was held in the gymnasium of the New River Criminal Training Academy. Chairman Armentrout welcomed the group and thanked them for coming. He read a notice from Pulaski County appointing Mr. John Travis as their new member and reappointing Jonathan Sweet as their alternate for a 2 year term.

B. ROLL CALL:

Mrs. Akers called the roll and reported a quorum present.

Chairman Armentrout reviewed the proposed amendment to the current BY-LAWS and a copy of the proposed change was mailed to each member in their packet for review. Article II (Meetings) of the BY-LAWS currently read as below with the proposed change highlighted.

Regular meetings of the Board of Directors of the Authority shall be held at the Regional Jail at 10:00 AM, local prevailing time ~~on the second Friday of every other calendar month beginning in January 2018 and continuing every other month thereafter.~~ *The Authority shall meet a minimum of six (6) times per year, and this will typically be on an alternating schedule, on the*

second Friday of every other calendar month beginning in January. The Chairman may postpone for one (1) month from time to time and the Authority can vote at any time to vary from the alternating month schedule. Regular or special meetings may be held at such times and at such places as the Board of Directors shall designate by majority vote of a quorum, provided, however that in the event a meeting conflicts with a holiday, the Chairman may re-schedule the meeting. Three (3) days written notice shall be given of the time and place of each regular or special meeting. Said notice shall be deemed given when deposited in the mail to a member's address as reflected in the Authority's records, or upon delivery in person.

Motion: Mr. Vaughan moved that the BY-LAWS be amended as presented. Mr. Workman seconded the motion.

Action: The motion passed unanimously.

C. COMMITTEE REPORTS:

Finance Committee:

Copies of the monthly financials were distributed. Mr. Workman reviewed the report in detail with the group and added that the budget is trending very well at this time.

Motion: On behalf of the Finance Committee, Mr. Workman made the motion to approve the Finance Report as presented.

Action: Following a roll call vote, the motion passed unanimously.

D. APPROVAL OF MARCH 2020 MINUTES:

Copies of the Minutes from the March 2020 meeting were mailed to each member. Chairman Armentrout asked if there were any additions or additional corrections to the Minutes as presented.

Motion: Mr. Vaught moved that the March Minutes be approved as presented. Sheriff Kemp seconded the motion.

Action: The motion passed unanimously.

E. OLD BUSINESS:

Design and Construction Committee:

Design & Construction did not meet today.

F. SUPERINTENDENT'S REPORT:

Superintendent Winston began by thanking all of our correctional officers and nurses. The first full week in May is National Correctional Officers and also Nurses Weeks so he wanted to start off by recognizing their hard work and bravery. He had COVID-19 response team t-shirts made up to commemorate this monumental and historic time that we're all facing during this pandemic.

Operations:

- Headcount today: 750
- Total days served 24,006
- Average Daily Population: 800
- Average Daily Population for male prisoners: 633
- Average Daily Population for females prisoners: 167
- Number of commitments: 226
- Avg Daily commitments: 8
- Number of releases: 322
- Avg Daily releases: 11

Our jail population is down roughly 21% since March 1st. This has a great implication in a lot of areas. At this point we think we'll be marginally profitable or at least break even. We'll know more in July after the courts reopen and we can re-evaluate how this is going to impact us.

We're still maintaining contract inmates from Henry County, Martinsville City Sheriff's Office and Bristol City Sheriff's Office. Currently they do not have any cases of COVID disease so until they do we'll continue taking inmates from them.

COVID-19 Update:

To date we have no staff cases and no inmate cases. We've not had a suspected case of disease at this time. He has met with the New River Valley Health district several times last week and they have begun testing all prisoners being admitted to the jail and any staff that wants a test. If a prisoner comes to jail for more than 2 days will be tested and will be processed at a lab at Virginia Tech.

We were lucky and received some PPE from Pulaski County. Thank you to Josh Tolbert for getting 120 N95 masks to us. We have two UVC cabinets that were installed in 2010 to initially sterilize kitchen utensils. We repurposed those and moved them to our medical department to begin sanitizing masks.

Superintendent Winston did tell the board that he will notify them if we receive a positive case and at that point he'll send out a press release.

Ms. Cumberland said it was inevitable that we will eventually see a positive case and asked if we were prepared. Supt. Winston said yes we were and we have bed space for them. When someone comes to jail now they sit in intake booking for 2 days because that's how long it takes to show up in your system. In 2 days, we'll do a nasal swab and send it to the lab. The inmate will then go upstairs into a quarantine unit and be locked in a cell by themselves until we receive their results. If the test is negative, they go into the general population and if it is positive, they will stay in that quarantined cell until they're afebrile for 3 days or 7 days free from any symptoms. Then they are free to be put out into the general population.

Sheriff Vaughan asked the turnaround time for test results. Supt. Winston said 1-2 days. If someone is positive, we're going to try if possible, to get that person bonded out as a precaution for inmates and staff.

Applicants:

We're currently receiving some of the most qualified applicants that we've had in a long time. We continue to interview, hire and bring folks on board.

Academy:

Once the state releases us from lock down assuming we don't see a surge in cases we'll probably restart the academy. We'll begin a new class for all of the folks that have been hired since we stopped the academy. On week four of the new class, we'll bring the ones back that were pulled out the academy on their fourth week. That will make for a larger class but it will bring us up to date.

G. NEW BUSINESS:

Over the last year we've considered doing some capital projects using energy efficient performance contracting. It's been a long process getting this all put together. Special thanks to Tim Clark for working with the vendors and getting the technical audit completed. To recap, we have a 20 year old building. Our building automation systems and lighting aren't very efficient so we're looking for ways to improve that going forward. Unfortunately we don't have sufficient amount in our repair and replacement reserve to pay for some of these projects on a cash basis. We're looking at performance contracting with Ameresco to increase our energy efficiency over the next 15 years but also allow us to improve our reserves. That will allow us to make improvements to the newer side of the jail and have the money to pay for it.

Superintendent Winston highlighted some of the areas the IGA (Investment Grade Audit) proposed:

- Lighting system improvements to both the interior and exterior of the jail (mostly changing our fixtures to LED which are more cost effective)
- Improvement to our controlled ventilation—building automated controls
- Installing a new chiller/cooling tower
- Changing piping in domestic hot water
- Installing controller on all of the domestic water fittings—we would be able to better control water usage

The cost of this project will fall in the range of about \$5.1million dollars. We've spoke with our financial group and this seems like a good time to borrow money. We will pay this money back with the utility savings that we realize after doing the project. We would borrow the money and wouldn't pay the first payment until they project is completed and we begin to realize the savings. We're not at any risk of losing any money. They guarantee the savings and are required to monitor the savings. The Department of Mines, Minerals and Energy is a part of this project and has been a part of it since the start. They supervise a number of these types of contracts all over the state. Several jails and schools have been doing them and it's a common mechanism for acquiring capital improvements without having to go into significant debt without guaranteed offset savings.

Superintendent Winston has asked the Chairman and Building Committee Members to consider whether we want to go forward to have the group to submit an RFP to look at financing and what is available to us. That doesn't mean that we sign anything and we're only responsible for paying for the audit they've provided to us. The cost of the project is over a course of about 15 years with an annual savings of about \$350,000.

Chairman Armentrout said that the Building Committee consists of himself, Sheriff Vaughan, Sheriff Worrell and Sheriff Kemp. Sheriff Richard Vaughan added that the Building Committee participated in a conference call with Ameresco in April. They have put a lot of work into this project with detailed information. The committee was very impressed with their presentation.

Motion: On behalf the Building Committee, Sheriff Vaughan moved that the Authority move forward with the project.

Mr. Vaught asked what were the risks or downside to doing the project. Superintendent Winston said that if for some reason they miss their projection and the project does not pay for itself...that's a calculated risk for them. Because they guarantee us a certain amount of savings to us. By doing this project and borrowing this money it will allow us to plan for the future so we have money in the bank. So that we will be able to do capital projects out of reserve as opposed to operating costs. Because operating costs come directly from the localities which impacts the variability of the per diems. We need to have a capital reserve to pay for these projects and not impact our daily expenses. The only risk to us is variability in the marketplace when it comes to energy saving and are we protected by the Ameresco contract in case there is some hiccup in the energy side of the world.

Attorney Durbin said we're not voting today to approve a contract. The vote is only to more forward with this company to get financial terms and review the contract. The contract would be voted on at a later date if it is recommended to do so.

Action: Following a roll call vote, the motion passed unanimously.

H. CITIZEN'S COMMENTS:

I. OTHER BUSINESS OR INFORMATIONAL ITEMS:

Chairman Armentrout said the July meeting will need to be held on the third Friday (July 17) as he will out of town and unavailable on July 10th. This will be noted in your board packets.

If a special meeting needs to be held in June to discuss the performance contracting the Authority will be notified.

J. ADJOURNMENT:

Motion: Mr. Workman made the motion to adjourn the meeting.
Ms. Cumberland seconded the motion.

Action: Following roll call, the motion passed unanimously.

There being no further business to come before the Authority, Chairman Armentrout adjourned the meeting at 10:43 a.m.

Chairman Mark A. Armentrout